

Rule 10: Certificated Staff Evaluation Policy Review

Administrator Days 2019

NDE Accreditation Team

Don Loseke / Brad Conner / Micki Charf



Chat Box

We are available to answer your questions in real time via the chat box option.

Session Objectives:

Increase your knowledge of certificated staff evaluation policies.

Identify statutory authority and Rule 10 regulations.

Understand the steps needed to update current policies.

Request dates of previous policy and procedures reviews.

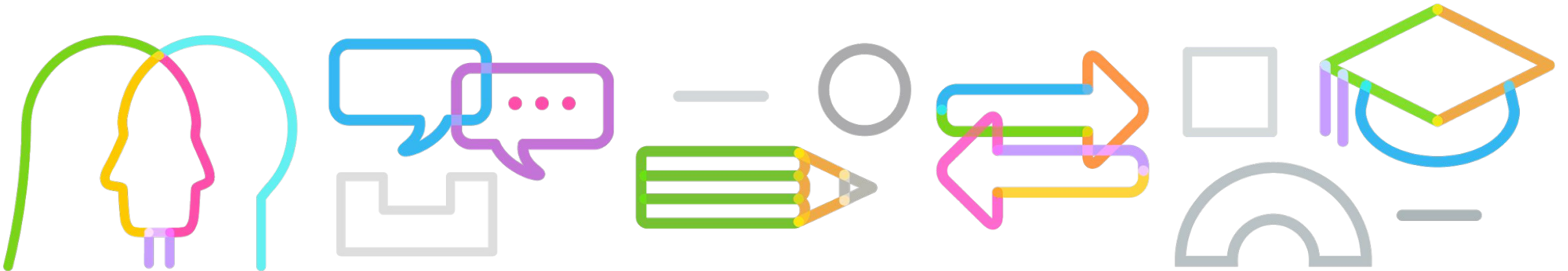


OVERVIEW

[Guidance For Submitting Evaluation Policies](#)

Statutory Authority

- 79-318(5)(h) approve certificated-employee evaluation policies and procedures developed by school districts and educational service units.



Email the NDE

a short message along with the appropriate attachments.

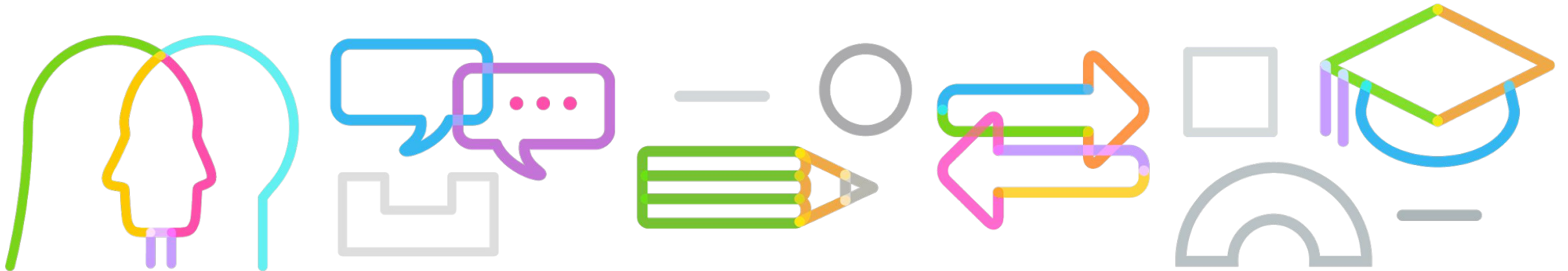
Upon review:

The NDE will indicate approval or adjustments needed.

Secure approval with the local Board of Education.

Send BOE minutes

and the NDE will issue a formal letter of compliance.



Rule 10 Checklist (link)

- 007.06A1** – Annual communication in writing.
- 007.06A1b** – Description of duration and frequency which is specific to probationary and permanent certificated employees.
- 79-828(2)** Superintendent evaluation twice during first year and annually thereafter.

Rule 10 Checklist (link)

- **007.06A1c – Criteria:**

- (1) Instructional Performance
- (2) Classroom Organization & Management
- (3) Professional & Personal Conduct

- **007.06A1d – Written communication specifying:**

- (1) Deficiencies
- (2) Means for Correcting
- (3) Timeline

Rule 10 Checklist (link)

- **007.06A1e** – Provide for employee written response.
- **007.06A1f** – District plan for training evaluators.

Rule 10 Checklist (link)

- **007.06B** - All evaluators possess a valid NE Administrative Certificate and are trained to use the evaluation system used in the district.
- **79-801** – All persons holding the official title of (1) superintendent of schools, (2) principal or supervisor of an accredited school, or (3) supervisor of any special subjects or subject in which such persons actually supervise the work of other teachers in that subject or those subjects shall hold a NE certificate to administer.



Application & Practice

Review policy examples and discuss any missing components.

Does this policy statement meet compliance?

Evaluation procedures and materials will be available to staff via the school website.

Does this statement meet compliance?

- The district administration is responsible for designing the evaluation instrument. The formal evaluation should include written criteria related to the job description.

Does this statement meet compliance?

- Should deficiencies be noted in the work performance, the evaluator should provide a list of deficiencies and a time for improvement.

Does this statement meet compliance?

- The evaluation process shall include self-evaluation, goal setting and performance related study, observations, and supervisor staff conferences.



Application

Scenarios and Questions that Arise

Common Question:

Does there have to be a separate evaluation policy for administrators?

Common Question:

Should I include “walk-throughs” and other informal methods of teacher evaluation in the Board Policy?

Common Question:

Can the requirements for probationary and permanent staff be the same?



Recommendations:

Tips and “How To” from the Accreditation Specialists

Clarifications:

- **Policies** - Board approved district operations and expectations.
 - Practice versus Policy
- **Procedures** - Methods and actions to meet policy.
- **Instruments** - Formatted tools that measure specific actions.

BOTTOM LINE - *any changes to the above items need to be submitted to the NDE.*

Here is a link to request a file check for previous approval dates.

[Request for Policy Review Dates](#)



Contact Us!

- Don Loseke –
 - Section Director
 - don.loseke@nebraska.gov
- Brad Conner –
 - Accreditation Specialist
 - brad.conner@nebraska.gov
- Micki Charf –
 - Accreditation Specialist
 - micki.charf@nebraska.gov

